

NEW CLASSIFICATIONS/EXAMINATIONS CONSTRUCTED

Emergency Management Coordinator

Electroencephalographic Supervisor

Intra-Operative Monitoring Series -

Intra-Operative Specialist, Advanced Intra-Operative Monitoring Specialist, & Intra-Operative Monitoring Coordinator

Quality Clinical Practice Data Analyst Series - Clinical Practice Data Analyst, Clinical Practice Data Analyst Specialist, Clinical Practice Data Analyst Coordinator

Quality Specialist Series - Quality Specialist, Senior Quality Specialist, & Organizational Quality Coordinator

REVISED CLASSIFICATIONS/EXAMINATIONS CONSTRUCTED

Instrument Technician

Power Plant Mechanic Series -

Power Plant Mechanic & Power Plant Mechanic Supervisor

Steam and Power Plant Series -

Steam and Power Plant I, II, III, IV, & IV

Agricultural Research Technician Series -

Assistant Agricultural Research Technician, Associate Agricultural Research Technician, & **Senior Agricultural Research Technician (NO CHANGE)**

Police Lieutenant

Electroencephalographic Technician Series -

Electroencephalographic Technician, Specialist, & **Supervisor (NEW)**

Program/Student Advisor

Dental X-ray Technician Series -

Dental X-ray Technician I & II (NO CHANGE) , Dental X-ray Coordinator

Storekeeping Series -

Storekeeper I, II, III, & Stores Supervisor

Orthopedic Technician Series - Orthopedic Technician & Technologist

Medical Assistant Series - Medical Assistant & Certified Medical Assistant

Police Telecommunicator Series (Probationary Period Change Only) - Police/Public Safety Telecommunicator & Police Telecommunicator Supervisor

CURRENT CLASSIFICATION/EXAMINATION CONSTRUCTION IN PROGRESS

Anatomy Curator

Animal Imaging Technologist Series –

Animal Imaging Technologist I, II, III, IV, & V

Disability Transportation Specialist Series -

Disability Transportation Specialist & Head Disability Transportation Specialist

Food Series -

Food Service Worker I, II, III, IV, & V, Cooks Helper, Cook, Head Cook, First Cook, Second Cook, Grill Cook, Food Service Sanitation Laborer, Food Service Stores Laborer, Kitchen Helper, Snack Bar Attendant, Snack Bar Supervisor, Test Kitchen Cook, Baker I, II, III, and IV

Housing Maintenance Series -

Housing Maintenance Inspector & Supervisor

Machinist Welder Series -

Machinist Welder and Senior Machinist Welder

Magnetic Resonance Imaging (MRI) Series -

Magnetic Resonance Imaging Technologist, Specialist, & Coordinator
Mammography Series -
Mammography Technologist, Specialist, Coordinator
Medical Radiographer Series -
Medical Radiographer Technician, Technologist, Specialist & Coordinator
Medical Radiologist Series -
Medical Radiologist I & II, Specialist & Coordinator
Nuclear Medicine Series -
Nuclear Medicine Technologist, Specialist & Coordinator
Parking Services Series -
Parking Services Agent I/Parking Services Assistant, Parking Services Agent II & III
Procurement Officer Series (Purchasing Officer Series)
Purchasing Officer I, II, III, & IV
Publicity-Promotion Specialist
Reimbursement Coding Specialist Series –
Reimbursement Coding Specialist I, II, & III
Respiratory Care Therapist Series –
Respiratory Care Therapist I, II, & III
Research Support Associate
Sonography/Ultrasound Series -
Sonography/Ultrasound Technologist, Specialist & Coordinator
Study Abroad Series -
Study Abroad Adviser & Assistant Director
Veterinary Technician Series -
Veterinary Technician General, I, II, & III
CLASSIFICATIONS/EXAMINATIONS TO BE REVISED
Athletic Facilities Attendant Series -
Athletic Facilities Attendant & Supervisor
Carpenter Series -
Carpenter, Sub-Foreman, Foreman & General Foreman
Electrician Series -
Electrician, Sub-Foreman, Foreman & General Foreman
Operating Engineer Series -
Assistant Operating Engineer, Operating Engineer, Operative Crane Engineer, & Operating Engineer Foreman
Painter Series -
Painter, Sub-Foreman, & Foreman

Audit and Advisory Services Division
HRDAC Meeting Notes
April 25, 2014

FY2013 Audit Schedule

<u>Location</u>	<u>On-Site Audit Dates</u>	<u>Current Status</u>
University of Illinois at Urbana-Champaign	June 17-21, 2013 June 24-28, 2013	Draft Report Issued 12/11/2013 Formal Exit Conf./March 2014 Revised Draft Report 4/23/2014

FY2014 Audit Schedule

<u>Location</u>	<u>On-Site Audit Dates</u>	<u>Current Status</u>
University of Illinois at Springfield	July 10-12, 2013	Final Report Issued 2/18/2014 Final Report Revised 4/10/2014
Northeastern Illinois University	September 23-25, 2013	Draft Report Pending
Illinois Board of Higher Education	October 29, 2013	Final Report Issued 1/28/2014
Illinois Community College Board	October 30, 2013	Final Report Issued 1/2/2014
Division of Specialized Care for Children	November 8, 2013	Final Report Issued 12/17/2013
Southern Illinois University at Carbondale	January 21-24, 2014	Draft Report Pending
Western Illinois University	February 25-28, 2014	Draft Report Pending
Southern Illinois University at Edwardsville	March 19-21, 2014	Draft Report Pending
University of Illinois College of Medicine at Peoria	April 24-25, 2014	Scheduled
University of Illinois at Chicago	June 9-13, 2014 June 16-20, 2014	Scheduled

UNIVERSITY OF ILLINOIS

Chicago • Springfield • Urbana-Champaign

University Human Resources
Suite 440, Illini Union Bookstore
807 South Wright Street, MC-312
Champaign, IL 61820-6219

February 18, 2014

Tom Morelock, Executive Director (via email)
State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099

Dear Tom:

At the Merit Board meeting held February 11, I mentioned the issues/priorities that are important to the State HR Directors in relation to the State Universities Civil Service System (SUCSS). At the direction of the HR group, my office formally surveyed all of the state institutions to come to a consensus of what Civil Service process/procedure issues we are all facing. We then prioritized them as a group. In that context I want to follow up on this by providing you our priorities/issues with respect to SUCSS for 2014. These are very important to us as we believe they are responsive to the needs of our campuses and will assist us in being more efficient in our operations as well as recruit the most qualified employees for our individual institutions.

1. Retain the Exemption Authority currently held at each higher education institution in Illinois and clarify the roles SUCSS and the higher education institutions have in the exemption process.
2. Document the audit process, audit standards and audit timeline by providing a rubric for determining exemption status and a clearer, detailed explanation of findings in order to better guide the universities, streamline the audit process and reduce overall audit costs and cycle time.
3. Expand the "Rule of Three" Demonstration Project to all professional classifications; further, only implement Demonstration Projects in the manner in which they were piloted.
4. Allow **all** specialty factor assignments to be granted and approved by each campus within established guidelines.
5. Identify and document, through SUCSS Procedures, appropriate methods to include out-of-state candidates more efficiently at the beginning of the search process with the initial applicant pool.
6. Implement an exception to the 900-hour extra help rule where an employee prefers the hourly extra help employee group and does not want a status civil service position.

7. Collaborate with the HR DAC group to develop a category for soft-funded positions.

We want to collaborate with you on our issues/priorities and welcome an opportunity to discuss these with you, whether it is at one of next HR DAC meetings OR at a meeting/phone call specifically to discuss them. All of the public institutions of higher education in Illinois have a vested interest in effectively working with your office for all of our mutual benefit. We developed our issues/priorities list without knowing your process for the development of SUCSS action plans. I hope that we can work together to develop the specifics of your action plans to accommodate our seven items.

Sincerely,



Maureen M. Parks
Associate Vice President
for University Human Resources

cc (via email): Merit Board members
State HR Directors
President Robert A. Easter, University of Illinois
Vice President Walter K. Knorr, University of Illinois

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



James D. Montgomery
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director

February 26, 2014

Maureen Parks
Associate Vice President for
University Human Resources
University of Illinois
807 South Wright Street, Suite 440
Champaign, IL 61820-6219

Dear Maureen:

Our office is in receipt of your letter, dated February 18, 2014, outlining the results of a recent survey of the State University Human Resource Directors and identifying their priorities regarding the State Universities Civil Service System regulations, administrative rules, and procedures. The Human Resource Directors Advisory Committee (HRDAC) was re-established by our office in 2002, and includes all of the State University, and affiliated agency, Human Resource Directors. Since that time, the Committee has met on a regular basis and has been very active in providing input/assistance in developing many new procedures and administrative rules over the years.

This advisory committee process has been quite successful in developing and implementing many procedural and administrative rule changes over the last ten plus years. This collaborative process has provided an opportunity for any campus or agency Human Resource Director to submit and present specific agenda items. Most certainly, the list of topics will be included on the next agenda of the HRDAC.

The HRDAC, along with many other advisory committees and sub-committees, has attempted to address many complex topics over the years, including many of those that were listed in your most recent letter. Just to reference a few activities with respect to your list of items:

- The HRDAC and our office are currently working on a new revision to the Exemption Procedures Manual which hopefully will include some of the items on the list.
- Some procedural modifications to the residency requirements were recently implemented and we are working on further clarifications in that respect.
- We have created a new 'Rule of Three' demonstration project in the hopes that our final analysis will lead to a new statutory guideline applicable to all occupational areas and classifications.
- New procedures were implemented that provided 'specialty factor' designation and authority to employers in many professional classifications.
- New procedures providing an extension of the 900-hour limitation for Extra Help Appointments was recently implemented.

- We are currently working with some campus HR administrators on the guidelines for a new Demonstration Project regarding 'soft-funded' positions, and hope to make a presentation to the Merit Board on this within the next few months.

The HRDAC has been quite aware and intimately involved in most of these activities. Accordingly, I am somewhat surprised and bewildered by this recent communication, since we have established a very collaborative, complex advisory committee process to secure input from all of our stakeholders. In any respect, we will certainly include these items on the upcoming HRDAC agenda and look forward to our ongoing discussions on these topics.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Lewis T. Morelock", with a long, sweeping horizontal line extending to the right.

Lewis T. (Tom) Morelock
Executive Director

LTM:tr

cc: Merit Board Members
HRDAC
President Easter, University of Illinois
Vice President Walter Knorr, University of Illinois